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## *Training Officers Conference*

WASHINGTON, D. C.

March 16, 1964

Honorable John A. McCone  
Director  
Central Intelligence Agency  
Washington 25, D. C.

Dear Mr. McCone:

President Johnson has emphasized that he expects a high level of performance from every Federal employee. An effective method of attaining and maintaining high productivity is through improved training.

The Training Officers Conference invites you to make nominations for its Eighth Distinguished Service Awards Program. This program affords the training community an opportunity to grant recognition to its most distinguished members. The Awards will be presented at the TOC luncheon, to be held on June 9, 1964, at the Presidential Arms. We are soliciting your nominations because you are in the best position to cite any in your organization who may deserve this honor.

To make the final selections from those nominated we have the services of a distinguished Board of Judges: Honorable Carlton R. Sickles, Congressman from Maryland; Honorable Robert E. Hampton, Commissioner, U.S. Civil Service Commission; Dr. Franklin P. Kilpatrick, Senior Staff Member of The Brookings Institution and well-known author.

We are providing your Director of Personnel with additional information about criteria for TOC awards and also with nomination forms, to facilitate your response.

We are looking forward to receiving your nominations on or before the closing date, which is April 27, 1964.

Sincerely yours,

*Manes Spector*

Dr. Manes Spector  
Chairman  
Training Officers Conference

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Executive Officer to the  
Deputy Director for Support

EXTENSION

6535

NO.

DATE

23 MAR 1964

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Personnel  
5 E 56 Headquarters

RECEIVED

FORWARDED

STATINTL  
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STATINTL

1. I have discussed the Training Officers Conference, its composition and activities with OTR officials. I passed this information and OTR's disinclination to nominate a candidate to Colonel White. He decided that acknowledgement of the letter from the Training Officers Conference should be by the Director of Personnel rather than the DCI. He also felt that we should attempt to nominate a candidate. He mentioned [redacted] or someone like [redacted] whose nomination would not create a security problem. He requests that you, in coordination with the DTR, handle the necessary correspondence and nomination.

VT  
VRT

cc: DTR w/cy Basic

Atts: Proposed ltr to Dr. Manes  
Spector fm John A. McCone acknowledging his invitation w/basic

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Per our conversation.